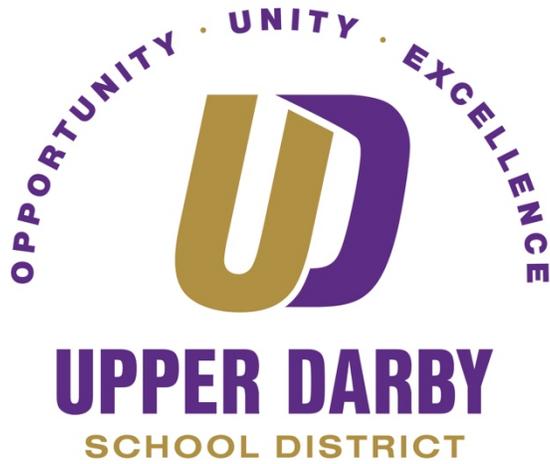
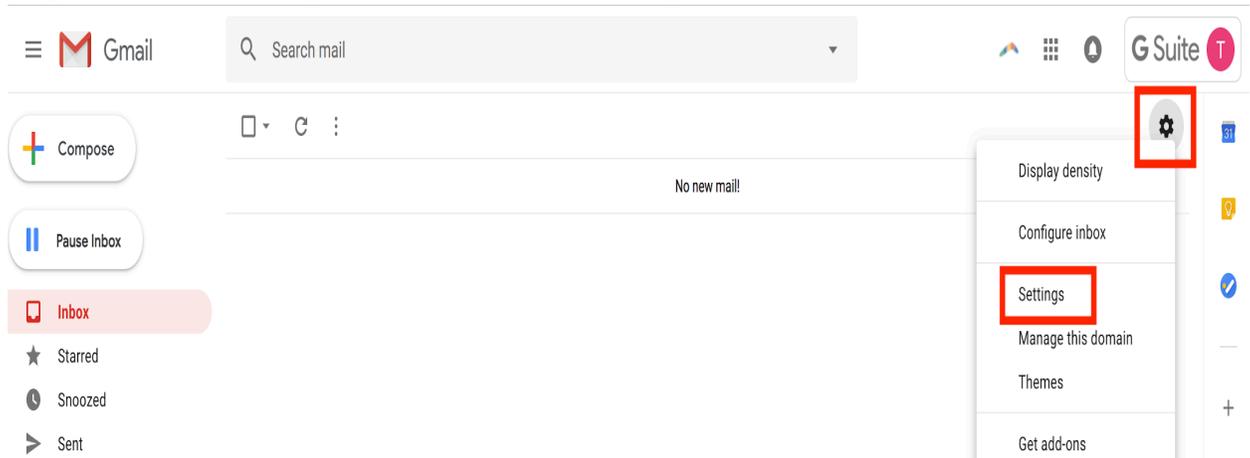


# How To: Set Your Signature Line in Gmail

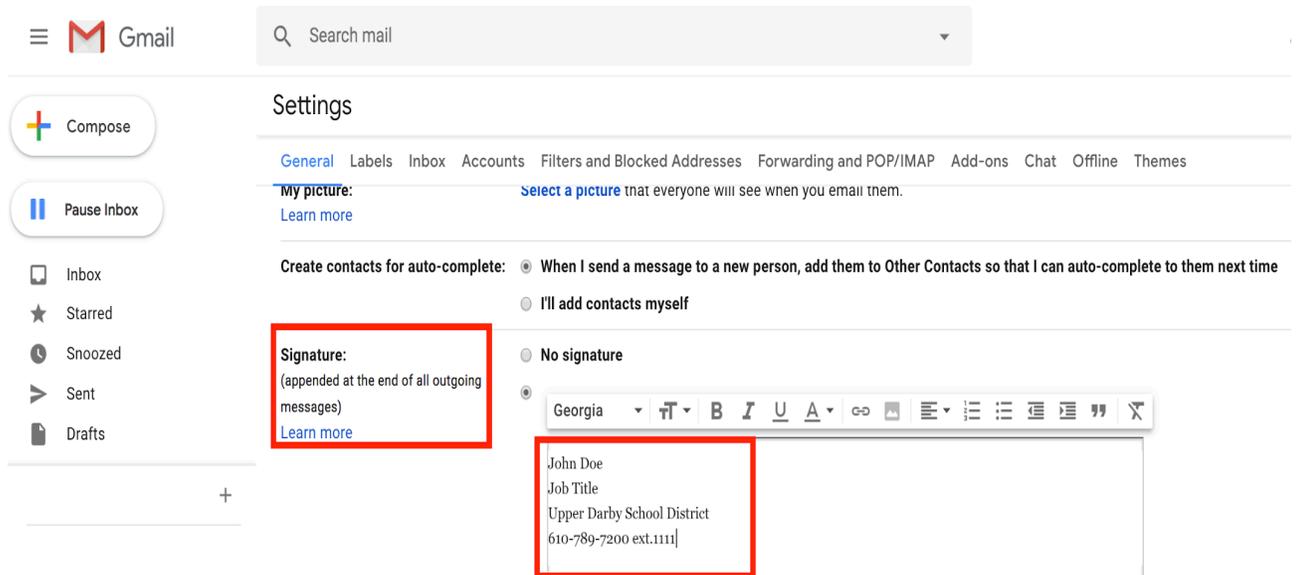


The following instructions are provide information on how to set your signature line in Google.

1. Go to [www.gmail.com](http://www.gmail.com) and login with your @upperdarbysd.org email account
2. In gmail, click on the gear icon and click “settings”



3. In the settings page, scroll down to the “signature” settings



4. In the empty field, enter your signature line
  - a. This signature will appear at the bottom of all of your emails
5. Scroll to the bottom of the settings page, and click “Save”